

- ## ***Killeen Community Center General Rules and Information***



19. Alterations to a reserved room are not allowed without approval from the Killeen Parks & Recreation Department.

20. Alcoholic beverages will not be allowed on City of Killeen property at any time. The individual or group responsible for the reservation must enforce this policy.

21. Abusive language will not be allowed at the Killeen Community Center at any time. The individual or group responsible for the reservation must enforce this policy.

22. All groups and individuals must adhere to all City of Killeen ordinances. A summary of ordinances includes, but is not limited to:

**DO NOT:**

Destroy property.

Build fires.

Play music that may disturb others.

Consume or possess alcoholic beverages.

Drive or stake anything into ground.

Litter.

Drive or park on grass.

Bring pets into area.

Bring glass containers.

23. All groups and individuals must adhere to all Killeen Community Center rules. A summary of rules includes, but is not limited to:

a. Do not sit or stand on tables.

b. Noise must be kept to a minimum.

c. Cooking is not allowed without office approval.

d. Open flames are not allowed in the Killeen Community Center.

e. Groups may not change rooms without office approval.

f. Smoking is not allowed in the Killeen Community Center.

g. Alcohol is not allowed in the Killeen Community Center.

h. All groups must be cleaned up and leaving the Killeen Community Center at 10:00pm.

24. Violations of any ordinances or Killeen Community Center rules will result in cancellation of Killeen Community Center use and revocation of future privileges.

25. Groups must notify the City of Killeen Parks & Recreation Department of a cancellation for their event at least forty-eight (48) hours in advance, or forfeit their rental fees.

26. The following rooms are available for reservation:

Arts & Crafts - Capacity 25    Room 105 - Capacity 50

Room 110 - Capacity 50    Room 150 - Capacity 150

Rooms may be set up in any number of configurations to maximize the space available to your group.

27. There is a **\$50** refundable deposit, Mastercard or Visa only, required on all room reservations.

Deposits must be paid in full at the time of confirmation. Deposits will be returned the following business day during regular business hours based on (but not limited to) the following criteria:

a. Groups do not exceed reserved time.

b. Groups clean up the reserved room(s).

c. Groups do not cause any damages to the Killeen Community Center property.

d. There are not any confrontations as a result of the reservation.

***For any questions, suggestions, concerns or comments, please contact the  
Killeen Parks & Recreation Department at:***

Killeen Community Center  
2201 E. Veterans Memorial Blvd.

Killeen, TX 76543

Phone #: (254) 501-8889

Fax #: (254) 526-9210

[www.ci.killeen.tx.us](http://www.ci.killeen.tx.us)



# Killeen Community Center

## Application for Use

Official Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Start Time (include setup): \_\_\_\_\_ End Time (include cleanup): \_\_\_\_\_

Room Requested: \_\_\_\_\_ Number of Participants Expected: \_\_\_\_\_

REQUESTED: # Tables \_\_\_\_\_ # Chairs \_\_\_\_\_

REQUESTED (check one): \_\_\_\_\_ Regular Meetings \_\_\_\_\_ 1-Time Reservation

Please explain what this event will consist of. Include all specific details, including schedule, fees, setup, etc.:

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**Primary** Point of Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone #: (\_\_\_\_) \_\_\_\_\_ Work Phone #: (\_\_\_\_) \_\_\_\_\_

Cell Phone #: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**Secondary** Point of Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone #: (\_\_\_\_) \_\_\_\_\_ Work Phone #: (\_\_\_\_) \_\_\_\_\_

Cell Phone #: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

*By signing, you are accepting the rules & regulations of the City of Killeen Parks & Recreation Department. You are accepting responsibility for, but not limited to: the event, participants, patrons, etc. By signing, you are now responsible for payment of fees upon approval and also proper cancellation procedures.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

----- FOR OFFICIAL USE ONLY -----

Approved: Yes ☐ No ☐ Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Form of Deposit: \_\_\_\_\_ Date Received: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Additional/Miscellaneous Fees: \$ \_\_\_\_\_ TOTAL FEE: \$ \_\_\_\_\_

Method of Payment: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Staff Initials: \_\_\_\_\_